Abteilung E-Learning
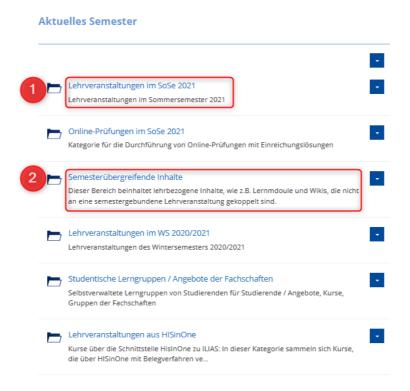**rz Rechenzentrum**
Universität Freiburg

1. Difference between the semester-specific and the semester-independent sections on ILIAS

On ILIAS, you can find the semester-specific section (summer semester/winter semester) as well as the „semester-independent" section. In this guide, we describe which courses belong to which section.

1.1 Semester-specific courses (1)

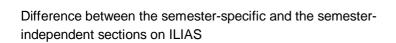This section includes courses that you

- conduct once (e.g. seminars, lectures, block courses ...)
- conduct repeatedly with the same/similar content, but with a <u>new</u> group of participants.
  You can simply copy these courses. This will copy all/selected content, but the participant data will be deleted in the copy (see instructions on how to copy courses).

1.2 "Semester-independent content" (2)

For example, the following courses/content belong/s to this section:

- courses with the <u>same</u> group of participants that take several semesters (e.g. courses taking two semesters).
- open courses that are offered on an ongoing basis and that participants can sign in and out of (e.g. Introduction to Library Systems, Security Training...)
- ongoing study or working groups/communities, information about the degree program
- pools of materials for teachers

2. Frequently asked questions

What about courses I want to offer again with the same content next semester?

These courses belong to the semester-specific section - i.e. to the respective winter or summer semester. However, you do not have to create them again, you can simply copy your "old" courses. Most of the content you have selected will be copied (among others, Panopto objects cannot be copied, unfortunately). Afterwards, you have to adjust the course data and put some objects online again. The participant data will all be deleted in the copy (see instructions on how to copy courses). This is imperative for data protection reasons.

How long can courses be accessed in the semester-specific section?

As course administrator, you can define in the course settings how long the course should be accessible for the course participants. Usually, the period should cover the semester, including the examination period. Unless you exclusively use your own materials, this setting is mandatory for copyright reasons.

As long as you do not actively delete the course, it can be edited by you as course administrator for 5 semesters. Of course you can also copy or move it during this time. Students can theoretically access it for 3 semesters, unless you restrict access.

How do students find my course?

There are several ways how students can find courses:

- Usually, they search for the course via the repository in the respective current semester or via the search function of ILIAS. Therefore, the course title on ILIAS must correspond to the title of the course in the course catalog.
- You can send your participants an invitation link to the course room via e-mail. You can generate it, for example, in the course settings →"Join directly" →"Admission per link".
- You can register students manually for the course via the university account or via a list of matriculation numbers. However, please note that the students must have already logged in to ILIAS before, otherwise the system does not recognize them.
- In the case of course rooms created via HisinOne, they are automatically registered for the course. It can be found on the student's personal desktop.

3. Support and contact

On ILIAS, you will find the "Support" section in the repository with detailed instructions and support materials and a forum for questions about ILIAS.

Please feel free to contact us: ilias@rz.uni-freiburg.de.

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Impressum: Universität Freiburg, Fahnenbergplatz, 79098 Freiburg